South Carolina Department of Education

WorkKeys® Career Readiness Lab

Request for Proposals (RFP)
and
Application Package

Deadline for Receipt of Applications:
4:00 p.m. Friday, May 18, 2007

Dr. Jim Rex
State Superintendent of Education

<u>Contact Information:</u>
Katy Harvin
Office of Adult and Community Education
Division of District and Community Services
South Carolina Department of Education
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PART I: GENERAL INFORMATION

A. Introduction/Background

Each year, the South Carolina General Assembly appropriates funds to advance adult education under the Workforce Initiative program. Funding for the WorkKeys® Career Readiness Lab program, funded under the Workforce Initiative, is distributed via a discretionary subgrant program by the South Carolina Department of Education's (SDE) Office of Adult and Community Education.

The purpose of the WorkKeys® Career Readiness Lab program is to assist adults in their efforts to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency. This program operates through adult education programs within the state's public school districts to help adults who need to develop their skills for the purpose of job placement.

The Office of Adult and Community Education provides ongoing training and technical support to subgrantees for their WorkKeys® programs. The trainers teach subgrantees how to administer the assessments and how to implement the instructional support.

B. Definitions of Terms Used

Adult Education Program—(State Board Regulation No. R43-237.1) a program of
    adult education that is provided for adults who want to acquire a basic
    education, to prepare for the tests of General Educational Development
    (GED), to develop literacy skills, to obtain the knowledge and skills necessary
    for employment and self-sufficiency, or to complete the requirements for a
    state high school diploma

Adult Education and Literacy Activities—activities that provide services or
    instruction in one or more of the following categories:
- Adult education and literacy services, including workplace literacy services
- Family literacy services
- English literacy services

Applied Mathematics—the WorkKeys® skill area that assesses an individual's ability
    to use mathematical computation in order to perform duties or solve
    problems in the workplace

Career Readiness Certificate™—a credentialing system used on both a state and
    national basis that documents the workplace skill levels of individuals as
    measured by the WorkKeys® system. The Career Readiness Certificate™
    uses WorkKeys® assessments in three skill areas: Reading for Information,
    Applied Mathematics, and Locating Information. Certification may be
    obtained at the following levels: the Bronze (level three in all skills), the
    Silver (level four in all skills), and the Gold (level five in all skills)

Career Readiness Lab—an adult education classroom that uses both directed teaching and computer based activities to develop workplace basic skills as preparation for WorkKeys® assessment.

Literacy—an individual's ability to read, write, and speak in English and compute and solve problems at levels of proficiency necessary to function on the job, in the family of the individual, and in society

Locating Information—the WorkKeys® skill area that assesses an individual's ability to read and interpret workplace graphics, such as charts, forms, maps, gauges or graphs

NRS Data—performance measures outlined by the National Reporting System

RAETAC—Regional Adult Education Technical Assistance Centers, which serve as scoring centers for the WorkKeys® assessments

Reading for Information—the WorkKeys® skill area that assesses an individual's ability to read workplace materials written in narrative form

Workforce Investment Act of 1998—the Federal legislation that includes the Adult Education and Family Literacy Act (AEFLA) and governs its operation (see www.ed.gov/policy/adulted/leg/legis)

WorkKeys®—a national system for assessing workplace skills

Workplace Literacy (Workplace Basic Skills)—literacy services that are offered for the purpose of improving the productivity of the workforce through the improvement of literacy skills.

C. Eligible Applicants

Local adult education programs not otherwise receiving funds from the SDE for the purpose of offering instruction leading to Career Readiness Certification™ are eligible to apply for this grant.

D. Estimated Available Funds

A maximum of $100,000 is available for this discretionary subgrant program.

E. Estimated Number, Range, and Average Size of Awards

The SDE anticipates funding approximately 10 grants of $10,000 each for the one-year funding cycle.

F. Grant Funding Period

Programs must begin on July 1, 2007, and conclude on June 30, 2008.

G. Statutory Requirements

Proposals funded under the SDE's Workforce Initiative must

- Address documented workplace basic skills need for adults the organization serves
- Demonstrate reasonable budget costs for salaries, employee benefits, supplies and purchased services
- Be consistent with adult education standards required in the Workforce Investment Act
- Demonstrate a working knowledge of WorkKeys® assessment and readiness instruction
- Contribute three hours of instruction as an in-kind contribution.

H. Authorized Activities

Funds may be used to meet the following requirements of the Career Readiness Initiative:

- Provide funding for instructional services for a minimum of four days per week, offering both day and evening options, totaling 12 hours of instruction each week and available both throughout the academic year and in the summer months
- Pay instructors for 9 of 12 weekly hours spanning a minimum of 32 weeks. WorkKeys® Career Readiness Labs must be taught by a South Carolina certified teacher who must be identified in the application for funding. Any exceptions must be approved by the State Department of Education, Office of Adult and Community Education
- Offer a minimum of four days/12 hours per week, with classes offered day and/or evening to best accommodate local needs
- Offer a designated classroom for the WorkKeys® Career Readiness Lab
- Offer the WorkKeys® Career Readiness Lab throughout the twelve months of the year so that instructional opportunities are available and accessible on a consistent basis
- Provide curriculum materials for the WorkKeys® Career Readiness Lab that have been adopted by the state for this initiative.   Exceptions will be considered in circumstances in which a local adult education program has access to additional materials that are appropriate for use in this project
- Provide face-to-face instruction
- Administer student assessments following the approved student assessment method required for NRS documentation. In some cases, it may be necessary to administer additional assessments for certificate credentialing purposes. (Training will be provided on the types of assessments to be used and how they should be administered.)
- Procure test materials and scoring services available at each RAETAC. (The scoring services of the RAETAC are not require in cases where scoring services can be provided and funded by local project partners.)

- Attend regional training for grant recipients offered through the RAETAC. Training will be offered at each RAETAC in September 2007. Attendance is required of all program directors and Career Readiness Lab instructors.
- Partner with other agencies for the purpose of student recruitment and/or job placement. Potential project partners include One Stop or WIA agencies, local School District Personnel Departments, and/or Corrections or Jail programs where students are expected to have early release dates.

I. Unauthorized Activities

These funds may not be used to fund local adult education programs already receiving SDE funding for Career Readiness projects.

J. Required Reporting

Funded applicants must submit NRS data quarterly in October, January, April, and July. Funded applicants will also be asked to submit statistical data regarding earned certificates to the SDE's Adult Education Training and Resource Center in Greenville, South Carolina.

A final project review form must be submitted at the end of the funding cycle that includes a financial report, provides a description of activities and services supported by grant funds and includes the number of participants served.

These forms will be sent electronically to subgrant recipients.

K. Review and Selection Process

Each application for grant funds will be reviewed by two readers who have substantial experience in the Adult Education and Workplace Literacy fields and who have completed training on WorkKeys® principles.

The maximum score for each application is 100 points. No application scoring below 80 will be eligible for funding. Each proposal will be reviewed and scored by two readers using the reviewer's Scoring Rubric. Next, the two readers will discuss the application and will arrive at a consensus score for the application. Grant awards will be made, subject to the SDE's approval, beginning with the highest scoring application and progressing downward until all available funds have been used or until all successful applications have been funded.

The notification of awards and denial letters will be mailed within four weeks after the deadline for submission of applications. After the selection process, a copy of both Scoring Rubrics, including reviewers' comments, will be mailed to each considered applicant.

L. Appeals Process

Scores may not be appealed. An unfunded applicant may inquire as to

whether or not the application process was followed.

An applicant who has submitted a proposal that the SDE does not fund has five calendar days after receiving notification that the proposal is not funded to request a review of the process. The request for review must be directed to the State Superintendent of Education and must state the reasons for the request. The State Superintendent will ask the appropriate deputy superintendent to investigate. After reviewing the process, the deputy superintendent will notify the applicant in writing as to whether the application process was followed. There will be no further appeal of the deputy superintendent's decision.

M. Timeline of Subgranting Process

Date	Activity/Action
May 18, 2007	Deadline for receipt of applications
June 1, 2007	Notification of awards, denial letters, and Scoring Rubrics mailed
July 1, 2007	Programs must begin
June 30, 2008	Programs must end
August 1, 2008	Final report due

N. Selection Criteria

Applications will be scored according to the following point system:

Narrative Sections	Points Available
Needs Statement	15
Project Purpose, Performance Goals, and Evaluation	25
Project Activities and Strategies	30
Project Resources and Organizational Capacity	30
TOTAL	100

O. Deadline and Submission Procedures

1. Only complete application packets will be reviewed or considered for funding.

2. Only applications that adhere to all of these guidelines and directions will be reviewed.

3. Applications will not be returned. Please keep a copy for your records.

4. An original and two copies of the application must be submitted.

5. The original must contain the original signature (in blue ink) of the authorized representative (e.g., superintendent). Stamped signatures will not be accepted.

6. Applications that are faxed or e-mailed will not be accepted.

7. Do not enclose the application in a notebook, binder, or folder.

8. Staple the application together in the upper left corner.

9. Applications must be <u>received</u> in Room 703 of the SDE no later than 4:00 p.m., Friday, May 18, 2007.   Postmarks have no bearing with respect to this deadline.

10. Applications should be addressed to

Katy Harvin
Office of Adult and Community Education
Division of District and Community Services
South Carolina Department of Education
1429 Senate Street, Room 703
Columbia, South Carolina 29201

PART II: APPLICATION OVERVIEW, CONTENT, AND INSTRUCTIONS

A. Application overview

Applications must be assembled in this order:

☐ Application Cover Page (signed in blue ink)

☐ WorkKeys® Lab Program Information Sheet

☐ Information on Adult Education Teachers Form

☐ Proposal Narrative
- Needs Statement
- Project Purpose, Performance Goals, and Evaluation
- Project Activities and Strategies
- Project Resources and Organizational Capacity

☐ Budget Form

☐ Required Forms

- Assurances

- Terms and Conditions

B. Application Narrative Format

Length of Narrative:	Maximum of **8** pages. This page limit excludes the Application Cover Page, Program Information Sheet, Information on Adult Education Teachers Form, Budget Form, and any additional required forms.
Required Font/Font Size:	Times New Roman or Arial, Font Size 12
Margins:	1" on all sides
Page Numbers:	Bottom Right, numbered sequentially
Spacing:	Double spacing throughout narrative. Charts and tables may be single spaced.

Each section must be clearly identified. Sections may not be combined. Incomplete proposals will not be considered.

C. Applicant Narrative Content
1. Needs Statement
(maximum of 15 points available)

This section presents the case for your project. You must:

- Explain and document the need for employability skills instruction and credentialing based on the local community and the gaps in current services to this group
- Describe the target population to be served and anticipated number of adults to be served annually in the local community.

2. Project Purpose, Performance Measures, and Evaluation
(maximum of 25 points available)

In this section you must:

- Explain how the program that you have designed addresses gaps in workplace skill services and meets the needs you have identified
- Explain the purpose(s) of the WorkKeys® Career Readiness Lab and its role in the overall mission of your adult education program
- Establish your performance measures by completing the chart that follows (insert appropriate percentages for each performance level) and inserting the chart into the narrative of your application.

PERFORMANCE MEASURES CHART (Projected)	
Beginning ABE Literacy	_____% of Beginning ABE Literacy enrollees will acquire (validated by standardized assessment) the level of basic skills needed to complete the level.
Beginning Basic ABE	_____% OF BEGINNING BASIC ABE ENROLLEES WILL ACQUIRE (VALIDATED BY STANDARDIZED ASSESSMENT) THE LEVEL OF BASIC SKILLS NEEDED TO COMPLETE THE LEVEL.
ABE Intermediate Low	_____% of ABE Intermediate Low enrollees will acquire (validated by standardized assessment) the level of basic skills needed to complete the level.
ABE Intermediate High	_____% of ABE Intermediate High enrollees will acquire (validated by standardized assessment) the level of basic skills needed to complete the level.
ASE Low	_____% of ASE Low enrollees will acquire (validated by standardized assessment) the level of basic skills needed to complete the level.
ASE High	_____% of ASE High enrollees will acquire (validated by standardized assessment) the level of basic skills needed to complete the level.

- Describe the evaluation methods
- Describe how you will evaluate the program's outcomes in order to prove if and how well the project worked
- Describe how you will administer a pre-test and a post-test using Test for Adult Basic Education (TABE), unless circumstances exist that will allow you to use WorkKeys® as an NRS acceptable pre- and post-test measurement.

3. Project Activities and Strategies
(maximum of 30 points available)

Describe in detail your program design, including features related to promotional and recruiting strategies, student intake, assessment methods, instructional approach and credentialing of certificate recipients. Explain the activities and strategies that will be implemented to help the student/client achieve the goals of the project.

Activities are considered those tasks that the client does to achieve objectives. For example, in a classroom, activities are what the students do to learn.

Strategies are considered those tasks that are the catalyst to help the client achieve objectives. For example, in a classroom, strategies are what the teacher does/plans for the student to do so that they learn.

Complete the Program Information Sheet and the Information on Adult Education Teachers Form and submit them with your application.

4. Project Resources and Organizational Capacity
(maximum of 30 points available)

You must:

- Describe the resources of the Adult Education program (human and otherwise) that will be used to implement the project and demonstrate how they are sufficient to meet project goals
- Document the local program's contribution to this initiative. Programs must be willing to fund additional instructional hours. Describe collaborative efforts that have been put into place to maximize the project's potential for success. Include memoranda of agreement or letters of support to document the intent of other parties to support this project. Clearly explain the roles and contributions of all partners in the project.

D. Application Budget

The Budget Form should be used to provide an accurate budget for the

project year. Please check to ensure that the <u>total requested</u> does not exceed $10,000. While the budget is assigned zero (0) points, the budget must be allocable, allowable, and reasonable.

Applications containing budgets that are not allocable, allowable, and reasonable will not be considered for funding.

E. Reviewer's Scoring Rubric

Reviewer's Scoring Rubric	
Proposal Narrative	**Max. Points**
Section 1: Needs Statement	15
1. The extent to which the need for employability skills instruction and credentialing based on the local community and the individuals to be served is explained and documented with current local facts and statistics. 2. The target population for the proposed services is clearly described, and the number of anticipated participants is included.	
Section 2: Purpose, Performance Measures and Evaluation	25
1. The application clearly identifies and explains the proposed program purpose(s). 2. The Performance Measures Chart is completed and included in the narrative. 3. The projected Performance Measures indicate a high standard for program success. 4. There is a clear means to measure the program and the learning of the target population. 5. The assessment plan includes the collection and analysis of data to determine student placement, a prescription and method(s) for instruction and guidance in the credentialing process. 6. The evaluation plan describes the kinds of data to be gathered, the way the data will be collected and analyzed and the way the results will be presented to demonstrate that project objectives have been met.	
Section 3: Activities and Strategies	30
1. The application clearly describes the specific activities that will be undertaken to attain the project objectives and performance measures. 2. The application identifies specific strategies and activities and shows how they are intended to advance student learning and achieve program measures. 3. The application explains a timeline for implementation to include the scheduling of instruction, the opportunities for testing with the WorkKeys® assessments that lead to certification, and the process for awarding Career Readiness Certificates.	
Section 4: Project Resources and Organizational Capacity	30
1. The applicant demonstrates an understanding of the Career Readiness initiative and an ability to successfully carry out the project with regard to personnel, facilities, and materials.	

2. The resources of the Adult Education program (human and otherwise) that will be used to implement the project are thoroughly explained and documented. Applicants should highlight success in the management of similar workplace literacy or employability skills programs. Charts, timetables, and position descriptions for key staff may be used to describe the structure of the project and the procedures for the successful management of the program. 3. A description of plans to provide staff (including volunteers) with opportunities for training and professional development. 4. The extent to which the application documents the local program's contribution to this program, especially how the program will fund additional instructional hours. 5. The extent to which marketing techniques that will be used to recruit the target population are described. 6. The application clearly demonstrates a collaborative approach that shows strong commitment from other local agencies.	
Budget	0
The extent to which the resources are adequate for accomplishing the stated objectives and are appropriate for the proposed activities. The extent to which all costs, particularly those associated with personnel and equipment, are reasonable and appropriate given the nature and scope of the project and number to be served.	
TOTAL NUMBER OF POINTS	

Reviewer's Comments

Strengths of the application:

Weaknesses of this application:

Summary Comments:

PART III: REQUIRED SDE FORMS

ASSURANCES
(Page 1 of 2)

As the duly authorized representative of _____ ,
I certify that this applicant   (Please print or type name of applicant.)

_____

A. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonstate share of project costs) to ensure proper planning, management, and completion of the project described in this application.

B. Will give the State Department of Education (SDE) access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.

   The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.

C. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the SDE for costs related to this grant.

D. Will initiate and complete work within the applicable time frame after receipt of approval by the SDE.

E. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability.

F. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 *et seq.* and § 8-13-100 *et seq.* (Supp. 2006)).

G. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 *et seq.* (Supp. 2006)) if the amount of this award is $50,000 or more.

_____   _____
Signature of authorized official   Date

_____   _____
Signature of authorized financial official   Date

A. **Completeness of Proposal**. All proposals should be complete and carefully worded and must contain all of the information requested by the State Department of Education (SDE). If you do not believe a section applies to your proposal, please indicate that fact.

B. **Termination**. The SDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. After it has been awarded, the SDE may terminate a grant by giving the grantee written notice of termination. In the event of a termination after award, the SDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by the SDE if the grantee fails to perform as promised in its proposal.

C. **Travel Costs**. Travel costs, if allowed under this solicitation, must comply with the state of South Carolina travel regulations.

D. **Honoraria**. Amounts paid in honoraria, if allowed under this grant, must be consistent with SDE policies. You should check with the program office before budgeting for honoraria.

E. **Obligation of Grant Funds**. Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than thirty (30) days after the end of the grant period.

F. **Use of Grant Funds**. Funds awarded are to be expended only for purposes and activities covered by the project plan and budget.

G. **Copyright**. The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the SDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.

H. **Documentation**. The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee's accounting system should distinguish receipts and expenditures attributable to each grant.

I. **Reports**. The grantee shall submit a final financial report within thirty (30) days of the final disbursement. This report should be a final accounting of the grant. It may be submitted in either narrative or spreadsheet form.

J. **Certification Regarding Suspension and Debarment.** By submitting a proposal, the applicant certifies, to the best of its knowledge and belief, that the

- Applicant and/or any of its principals, subgrantees, or subcontractors
    - Are not presently debarred, suspended, proposed for debarment, or declared ineligible for
      the award of contracts by any state or federal agency;
    - Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
    - Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above.
- Applicant has not, within a three-year period preceding this application, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

K. **Audits**

- Entities expending $500,000 or more in federal awards:

  Entities that expend $500,000 or more in federal awards during the fiscal year are required to have an audit performed in accordance with the provisions of Office of Management and Budget (OMB) Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The submission deadline for A-133 audits is nine months after the entity's fiscal year-end. A grantee that passes through funds to subrecipients has the responsibility of ensuring that federal awards are used for authorized purposes in compliance with federal program laws, federal and state regulations, and grant agreements. The director of the OMB, who will review this amount every two years, has the option of revising the threshold upward.

- Entities expending less than $500,000 in federal awards:

  Entities that expend less than $500,000 in a fiscal year in federal awards are exempt from the audit requirements in the Single Audit Act and Circular

A-133. However, such entities are not exempt from other federal requirements (including those to maintain records) concerning federal awards provided to the entity. The entity's records must be available for review or audit by the SDE and appropriate officials of federal agencies, pass-through entities, and the General Accounting Office (GAO).

L. **Records**. The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the termination date of the grant.

M. **Reduction in Budgets and Negotiations**. The SDE reserves the right to negotiate budgets with potential grantees. The SDE may, in its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the SDE may desire to fund a project but not at the level proposed. In that case the SDE shall notify the potential grantee of the amount that can be funded, and the grantee and the SDE shall negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the SDE.

N. **Amendments to Grants**. Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.

_____   _____
Signature of authorized official   Date

_____   _____
Signature of authorized financial official   Date

	WorkKeys® Career Readiness Lab South Carolina Department of Education Adult and Community Education	FOR SDE USE ONLY Date Received: _____ Received By: _____
South Carolina Department of Education Together, we can.		

Application Cover Page

Applicant Information

Name of Adult Education Program	
Program Director	
Mailing Address	
City, State, Zip Code	
Telephone Number	

Adult Education Site Information

Site Location		
Contact Person		
Contact Person's Title		
E-mail Address		
Office Telephone	Fax:	
Mailing Address		
City, State, Zip Code		
Signature of Contact Person: _____		

Adult Education Teacher

Name			
Certificate #		Years of Experience in Adult Education	
GED Teacher Academy Graduate?	☐ Yes	☐ No	
E-mail Address			
Office Telephone			
Home Address			
Home City, State, Zip Code			

Certification: I hereby certify that to the best of my knowledge the information and data contained in this application are true and correct. The applicant's governing body has authorized this application and document, and the applicant will comply with the attached assurance if the grant is awarded.
_____   _____ Signature of Adult Education Director   Date
_____   _____ Signature of Chief Financial Officer   Date

	WorkKeys® Career Readiness Lab South Carolina Department of Education Adult and Community Education **Program Information Sheet**	FOR SDE USE ONLY Date Received: _____ Received By: _____
South Carolina Department of Education *Together, we can.*		

WorkKeys® Lab Program Information Sheet

Complete this form and submit it with your application.

Name of Applicant: _____

CRC Lab Dates: From _____/_____/2007   To_____/_____/2008

Number of Class Weeks Per Year: _____

Estimated Total Enrollment: _____

Provide a schedule. (Include days and times classes are held.)

DAY	Start Time	End Time	Start Time	End Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Class Locations (Building and Room Number):

Location 1 _____

Location 2 _____

Location 3 _____

	WorkKeys® Career Readiness Lab South Carolina Department of Education Adult and Community Education	FOR SDE USE ONLY Date Received: _____ Received By: _____
South Carolina Department of Education Together, we can.		

Information on Adult Education Teachers
Complete for each teacher. Make additional copies as needed.

Name of Instructor:	Email Address:	
Home Address:		
City/State/Zip Code:		
Education Level:		
SC Teaching Certificate Number:	Areas of Certification:	
Years of Experience in Adult Education:	_____	
Years of GED Experience:	_____	
Graduate of GED Teacher Academy ☐ Yes ☐ No	_____	

Name of Instructor:	Email Address:	
Home Address:		
City/State/Zip Code:		
Education Level:		
SC Teaching Certificate Number:	Areas of Certification:	
Years of Experience in Adult Education:	_____	
Years of GED Experience:	_____	
Graduate of GED Teacher Academy ☐ Yes ☐ No	_____	

Name of Instructor:	Email Address:	
Home Address:		
City/State/Zip Code:		
Education Level:		
SC Teaching Certificate Number:	Areas of Certification:	
Years of Experience in Adult Education:	_____	
Years of GED Experience:	_____	
Graduate of GED Teacher Academy ☐ Yes ☐ No	_____	

	WorkKeys® Career Readiness Lab South Carolina Department of Education Adult and Community Education	FOR SDE USE ONLY Date Received: _____ Received By: _____
South Carolina Department of Education Together, we can.		

Budget Form

Complete and submit this form so that the total requested funds do not exceed $10,000.

Object Category	Requested Funds	Local In Kind	Total
Teacher Salary (100) (12 instructional hours per week @ $25 per hour) Grant funds allocated to 9 of the 12 hours only. Program should anticipate a minimum of 32 weeks of operation during 07-08.			
Employee Benefits (200) What is the percentage used to calculate or estimate fringe benefits? _____%.			
Purchased Services (300) Promotion/marketing of program. Radio, Newspaper, Tabloids, Flyers.			
Supplies and Materials(400) (_____ [insert number of students served for year] x $25).			
Total	$10,000		

My signature below indicates my understanding and compliance with the following premises:
- Local programs will be expected to provide a minimum of three additional instructional hours to the project.
- Funds may not be used to support any other adult education activities.

Signatures

_____   _____
Adult Education Program Director   Date

_____   _____
District Superintendent   Date